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OCP-M75-120
2 October 1975

MEMORANDUM FOR: Deputy Director of Communications
SUBJECT : Equipment Board
REFERENCE : OCP-M75-107, 17 September 1975

1. Pursuant to your request, the undersigned has examined the proceedings of the Equipment Board over the past year and a half and the following views are the result:

a. The stated mission of the Equipment Board appears adequate. It presently reads "The review and approval of Office of Communications systems concepts in support of major CIA objectives to include equipment requirements, support requirements and timetables". During the past year and a half the Equipment Board has considered such items as (1) whether OC should consider the use of SKYNET, (2) whether the HATS program should be pursued as a matter of policy,

You probably will agree that these agenda items more properly fit the Executive Board charter as they involve management policy decisions rather than decisions on the type of equipment needed to support a management policy decision.

b. If, as stated above and in the reference, the Equipment Board is limited to equipment type items and decisions, this Board would probably meet less often.

c. Regarding equipment matters which it considers, occasionally the Board convenes to learn

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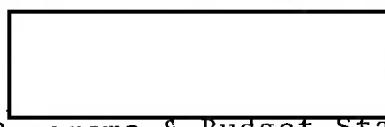
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SUBJECT: Equipment Board

that a specific item of equipment has been tested, evaluated and purchased in at least small quantities and that the Board is thus requested to endorse the item as a standard stock item, or whatever. Sometimes action pertinent to the equipment is so far along that a negative vote by the Board would create a minor disaster, but usually this is not the case. More often the Board agrees and, in effect, rubber stamps the request. At times this may appear to be a big problem when in fact it is not - the personnel working on the equipment do a good job of market survey, selection, testing, etc., so there is not much room for second guessing. However, this would not occur if the Board was informed earlier in the cycle that a piece of equipment is needed or being considered for a specific purpose. Notification to Board members could be by memo or speed letter, and if no Board members consider the subject a problem, action could proceed. However, if any of the Board members anticipated a problem, such as a policy matter, or a possible duplication of equipment, or whatever, a Board meeting could be called. In the former case, should action proceed to a point where a Board decision is necessary to make an item standard, or whatever, the item could be made a minor agenda item for a Board meeting (preferable to calling a Board meeting solely for such an item). When presented to the Board, Board members will have heard of it and a "no surprise" situation will exist.

2. In summary, the Board should consider only legitimate Equipment Board items, and Board members should be advised early on of any actions in progress regarding new equipment items. Thus, Board members can request a meeting if they desire; the lack of such action will constitute approval for pursuit of an item. When progress of such an item finally reaches the Board formally, the likelihood of problems arising is remote.

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Chief, Programs & Budget Staff, OC

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Equipment Board

FROM:		EXTENSION	NO.
Chief, Programs & Budget Staff, OC			OCP-M75-120
		DATE	2 October 1975
TO: (Officer designation, room number, and building)		RECEIVED	OFFICER'S INITIALS
1. Deputy Director of Communications			S
2. DCO		6 OCT 1975	MM
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)			